Colchester Public Schools
Quarantine Student Learning Coordinator
Job Description

OVERVIEW

The Quarantine Student Learning Coordinator will be responsible for coordinating the access of learning activities and tasks associated with a student's regular educational program while that student is in quarantine. This is an IN-PERSON position that may include remote support using technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate with the school nurse and principal to create and update educational groupings for virtual tutoring sessions based on regularly-changing student quarantine lists
- Monitor school's daily absence list to confirm that quarantined students are marked absent and identify which quarantined students have returned to school; verify returned students with classroom teacher
- Maintain documentation of students' number of school days spent in quarantine on school's data spreadsheet
- Collaborate with virtual instruction tutor regarding student groupings, tutoring times, and virtual learning planning documents
- Contact families via email with ELA and Math virtual tutoring times, directions on when/where to pick up a students' materials and device, and instructions on how to access online virtual learning resources
- Alert teachers when one or more of their students will be entering quarantine
- Collect information from classroom teachers regarding what content their quarantined student will be missing; ensure this information is communicated to the virtual instruction tutor via shared planning documents
- Gather, organize, and share any physical or digital materials needed for remote learning provided by a student's teacher (including a device from the technology department)
- Share the work students have completed electronically while in quarantine with their classroom teacher
- Work with administration, teachers, students, and families to reduce barriers and challenges related to quarantine learning opportunities
    - Serve as the first point of contact for students to provide assistance with their use of technology and software in order to successfully access virtual learning resources
    - Serve as a liaison between students/families and teachers to assist students in completing virtual learning assignments as needed

POSITION QUALIFICATIONS

- High school diploma, or equivalent, required. Must be 18 years of age or older. Some college training is preferred.
- Experience working with students and families in an educational setting
- Highly organized
- Own a telephone, computer, wireless internet (WiFi) and electronic equipment.
- Must have access to a working PC with Windows 10, Antivirus Protection: Windows Defender and Windows Firewall; or Mac with Apple OS X 10.13, Antivirus Protection: Sophos; and personal mobile device to use for this job.
- Experience using Google Suite platforms, including but not limited to, Google Classroom, Meets, Documents, Slides, and Sheets, as well as other virtual learning technologies (i.e. Kami, Jamboard, SeeSaw)

EXPECTED ABILITIES

- Ability to effectively communicate with either/all students, families, and school staff
- Ability to speak, read, and write English clearly and concisely.

REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to move independently throughout the school community
- Ability to use a computer and work within an online platform
- Ability and willingness to learn new things and acquire new skills

OTHER REQUIREMENTS

- Background checks (Criminal & DCF, including fingerprinting)

SUPERVISED AND EVALUATED BY

- Principal or designee

COMPENSATION

- $15/hour